How to Enter a Trainee’s Leave Request
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. Click on “Rotation” (on the top bar menu). The schedule grid will automatically open. Click on “Requests” (on the left hand side)
6. The “Requests” page will open.
7. The Year will autopopulate to the current year. **Select a Trainee from the “Trainee Drop Down Menu”**.
8. Click on the **button on the top right corner. Then Select “Add Request”**.
8. A modal will open where you:
   - select the Request Type (from the drop down menu),
   - Academic Year = will be autopopulate to the current year.
   - select Period (from the drop down menu),
   - enter Start Date (when you select the period, the start date will be autopopulate to the 1\textsuperscript{st} day of a period)
   - select Duration (from the drop down menu).
   - enter a note in the Notes field.
When you are done entering the information, Click on “Save”.
9. A modal will appear indicating the request has been saved.
10. When you are ready to finalize the request & no more changes to the request, click on the “Edit” button
11. A modal will open where you can modify the information. When you are done, **Click on “Submit”**.
12. A modal will open asking for your confirmation. Click “Yes”.

![Confirmation Modal](image-url)
13. The modal will close. A green message bar will appear on the top of the page indicating your information was saved. The status will be noted as “Submitted“. The date & time submitted is now showing.

To Approve the Request, Click on the Trainee Name
14. You will see the “Approve & Decline” button. Click on “Approve” if you want to approve the request. Click on “Decline” if you want to decline the request.
15. A modal will open asking for your confirmation. Click “Yes” to confirm. **If Clicking on No, you do not want to approve and confirm the request. In this case, you want to approve the request. Click on “Yes”.”
16. The Status will now show “Approved” with the date and time.
If You Decline the Request, the Status will show “Declined” with the date and time.